

Capital Planning Committee Meeting Minutes November 5, 2015

In attendance were:

Steve Andrew*
Charles Foskett
Diane Johnson
Anthony Lionetta
Eve Margolis
Mike Morse
Brian Rehrig
Barbara Thornton*
Richard Viscay

* Denotes those not in attendance

- **Meeting Opened:** CPC Packets were distributed. Charlie Foskett opened the meeting. Minutes of the October 22 meeting were reviewed and approved. It was that Diane Johnson was represented by Olivia Deacetis at this October meeting.
- **Facilities Department:** Ruthy Bennett, Director of the new Facilities Department, was in attendance to provide insight into the goals for the new department. In general, the department will take over responsibility of all Town building starting in 2016 and all school building starting in 2017. It is unclear, at this time, if the Department will be responsible for Redevelopment Board properties. The primary focus will be on interior components. The Department will oversee the maintenance of buildings, attending to their day to day operations, as well as tracking/paying for utility costs.

The Department will also take over the oversight of capital projects to existing buildings (such as Town Hall Renovations and Senior Center) and will track/assess savings to operating costs that are realized from improvements.

Short Term goals include establishing cloud based automated work order process to log and track repairs as well as prompt on scheduled maintenance activities. Ruthy also intends to set up both automated overall and individual project management systems, as well as meeting with the “tenants” of buildings to establish communication and ascertain needs.

Longer Term goals include digitizing building footprints, establishing an automated preventive maintenance system and, establishing 10 year “repair” and 5 year “capital” plans.

- **Department of Public Works:** Mike Rademacher, Director of Public Works, presented a power point review of DPW programs for Road, Water and Sewer. This included overall funding levels, status of roadway pavement condition, split in spending between roadways and sidewalks spending, as well as maps depicting work completed for all three programs. Highlighted comments are as follows:

- Increase spending is needed for sidewalks and curb. A recent inventory /condition study was recently completed. The Town needs to update its Transition Plan and demonstrate to FHWA a good faith effort to implement these kinds of improvements over time. In general, the present approach is to replace poor sidewalks (and not necessarily construct new sidewalks.)
 - GIS will be used as an analytical tool to identify/prioritize areas for sidewalk improvements. (Overlapping circles for various considerations)
 - Selection of roadways for treatment must assess a range of considerations including upcoming water and sewer work.
 - There is a 10 year capital plan for water, however the need for water improvements will go on for decades. (>> 130 miles of mains, Cost @ \$1 million dollars/mile and about \$1+ million spent/year)
 - Sewer work is about half way through what is now envisioned to be a 16 year program. The level of annual sewer expenditures will decrease in about 8 years. However, there will always be a need for some annual expenditure for maintenance of the system.
 - The Town has 9 pump stations (8 sewer, 1 dewatering). All stations have received some minor repairs over the years. DPW has funds to upgrade all 9 with new pumps, controls and communications.
- **DPW Requests:** Tony Lionetta and Mike Morse reported on DPW requests. (memo and tables provided). Highlighted comments are as follows:
 - For Prior Year Request Balances. Richard Viscay will review sources of funding to determine if reallocation of balances is appropriate. Eve Margolis will check with the Town Manager on the use of HS Culvert balances to restore the parking lot impacted by the culvert construction.
 - Town needs to take action on the Spy Pond bleachers.
 - New requests or significantly increased requests include the Mystic Street Bridge, the Traffic Signal Improvement Program, Sidewalk and Curbs and the DPW Facility Improvements.
 - It was suggested that the FY 2017 request (\$100k) for the Town Hall Renovations be postponed until next year when the New Facilities Department will be able to act on it. Mike Morse will check with Ruthy Bennett on this.
 - There are questions on the reason for the increases to design and construction costs for the DPW Renovations. Tony Lionetta will follow up with Mike Rademacher on this.
- **Other Discussion Points:**
 - Brian Rehrig raised the question of whether the DPW facility should be renovated given its proximity to the High School and the pending High School Project. Should Public works be relocated? Eve Margolis will bring this question to the Town Manager.
 - Richard Viscay raised the question whether the practice on residuals should be to simply sweep them all and require department heads to make new requests rather than reallocating balances to other items.
- **Next Meeting:** November 19, 2015.

Adjournment